



## MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center and Gardens  
570 West Avenue Twenty-six, Suite 100  
Los Angeles, California 90065  
Phone (323) 221-9944 Fax (323) 441-8691

### REQUEST FOR PROPOSALS FOR SURVEYOR SERVICES AT WASHINGTON ELEMENTARY FOR THE MOUNTAINS RECREATION AND CONSERVATION AUTHORITY

The MRCA seeks a Surveying Company to prepare a topographic survey of Compton Unified School District-owned land adjacent to Washington Elementary School. The final survey will be used to create preliminary conceptual and final design drawings needed to construct a natural park with site furnishings, irrigation and landscaping.

**Site Location:** Washington Elementary School is located at 1421 N. Wilmington Avenue, Compton, California, 90222 and includes a large vacant lot (approximately 3 acres) behind the school adjacent to the Compton Creek Bike Path.

**Contact:** Liz Jennings, [liz.jennings@mrca.ca.gov](mailto:liz.jennings@mrca.ca.gov) (323) 221-9944, x185, Fax: 323-441-8691

**Attachments:** This RFP consists of this memo and the following attachments:

- 1) Site Location description
- 2) Location Map Showing Approximate Boundaries
- 3) Project Requirements
- 4) Project Scope, including Minimum Survey Information
- 5) Fee Proposal Summary

**Site Access:** To be coordinated with the Executive Secretary to the Chief Facilities Officer of Compton Unified School District, Ms. Katrica Gains, by contacting Liz Jennings at the contact information listed above.

**Bidder Questions:** Direct all questions to Liz Jennings at the contact information listed above. Questions must be received before 2:00 p.m. on Tuesday, April 6, 2010. All clarifications made by the MRCA will be made by email or fax and will be provided to all registered firms by 5pm on Monday, April 12, 2010. It is the respondent's responsibility to obtain the clarifications. For automatic notification, please register with Liz Jennings prior to 2:00 pm on Tuesday, April 6, 2010 by sending your contact information via email or fax.

**Bid Submittals:** Please provide a proposed schedule, cost proposal summary, and a general schedule of fees. Proposals are due by 4:00 p.m. on Friday, April 16, 2010 and should be emailed to the address listed above. Please use attachment #5 Fee Proposal Summary. Late submissions will not be accepted. There is no limit to the number of pages a submittal can be, however, please keep it to a minimum and include only the necessary information. You may include a company profile, years of experience, and personnel profiles for the specific personnel who will be assigned to this project.

**Selection:** Selection will be based primarily on fee, but proposed deviations from the RFP requirements will be noted and taken into consideration. Any proposal deemed irresponsible or unresponsive will not be considered. We hope to award this project 1-2 weeks after the bid date, giving the notice to proceed before the beginning of May. The final prints will be expected approximately 4 weeks after the notice to proceed. We will work with the awarded firm for a quick review turnaround.

The MRCA is dedicated to the preservation and management of local open space and parkland, watershed lands, trails, and wildlife habitat. The MRCA manages and provides ranger services for almost 60,000 acres of public lands and parks that it owns and that are owned by the Santa Monica Mountains Conservancy or other agencies and provides comprehensive education and interpretation programs for the public. The MRCA works in cooperation with the Conservancy and other local government partners to acquire parkland, participate in vital planning processes, and complete major park improvement projects.

**Attachment 3 – Project Requirements**

**Proposal Details:** The Surveyor should include with the proposal a statement defining any proposed deviations from the requirements of this document, including additions, deletions, exceptions and revisions. Please use attachment #5 Fee Proposal Summary.

**Qualifications:** All services shall be performed by qualified personnel under the supervision of a professional licensed or otherwise qualified by the state to practice land surveying, and the document(s) submitted shall bear the Surveyor's seal and statement to that effect.

**Use of Surveyor's Drawings:** It is understood that the Owner may reproduce the Surveyor's drawings and distribute the prints without incurring obligation for additional compensation to the Surveyor.

**Protection of Property:** The Surveyor shall take all reasonable precautions to prevent damage to property, visible and concealed, and shall reasonably restore the site to the condition existing prior to the Surveyor's entry, including, but not limited to, repair of lawns and plantings.

**Time:** The specified survey shall be completed and delivered within approximately 2 - 4 weeks after written authorization is given to proceed.

**Public Works:** This project is a public works project, as defined in Labor code Section 1720, and must be performed in accordance with the requirements of Labor Code sections 1720 to 1815.

**Preliminary turn over items:** Two (2) check prints.

**Final turn over items:** Digital copy on CD (in AutoCAD and stamped pdf),  
Five (5) final prints (stamped),  
One (1) reproducible set (stamped).

**Attachment 4 – Project Scope/Minimum Survey Requirements**

1. Show and describe boundary and easements (if applicable; a title report if available will be provided for this purpose, otherwise not required.) Public road boundaries must show driveway location and elevations. Include bearings and distances. CAD line properties shall match bearings and distances of legal boundaries.
2. State elevation datum, based on local standard.
3. Show north arrow and locate north to the top of the page.
4. Include legend of symbols and abbreviations.
5. Drawings shall note all dimensions and elevations in 1"= 20' scale.
6. CAD files shall be drawn in a real world scale (1 CAD unit = 1 foot).
7. CAD layers shall be appropriately separated and named.
8. CAD elevations to be digitally recorded at actual elevation.
9. A summary table identifying utility purveyors will be provided by the MRCA.
10. Show location, size, depth and pressure of water and gas mains, central steam and other utilities including, but not limited to buried tanks and septic fields, serving, or on, the property. This information may be obtained using record documents.
11. Show location of fire hydrants available to the property and the size of the main serving each. Also include utility meters, tanks, valves, vaults, pull boxes, etc. Items shall be drawn to scale.
12. Show the location, elevation and characteristics of power, cable television, street lighting, traffic control facilities and communication systems above and below grade. Distinguish between pedestrian lights, Cobra lights, and signal poles.
13. Show the location, size, depth, and direction of flow of sanitary sewers, combination sewers, storm drains and culverts serving, or on, the property; location of catch basins and manholes, and inverts of pipe at each.
14. Show the name of the operating authority, including contact person and phone number, for each utility indicated above.
15. Spot elevations on hard surfaces shall be to the nearest 0.01'; spot elevations on other surfaces shall be to the nearest 0.10'.
16. Provide one-foot contours for areas less than 3:1.
17. Provide spot elevations at all surface features.
18. Show all existing surface features, including pavement types (asphalt, concrete, decomposed granite, pavers, etc.) and boundaries of said pavements.
19. Show flow lines of all swales, gutters, etc.

**Attachment 4 – Project Scope/Minimum Survey Requirements, Continued**

20. Show all landscape features (shrubs, bushes, art, kiosks, etc.).
21. Show all trees of 4" DBH and greater. Include caliper size, drip line and spot elevation at base of trunk. Tagging of trees is not necessary.
22. Show fences and walls (including top and base of wall elevations). Describe fences and walls and locate them with respect to property lines.
23. Provide FEMA Flood Zone Designation.
24. Plot location of structures on the property. Dimension to property lines and other buildings. Describe building materials and note number of stories.
25. Show building line and setback requirements, if any.

**Attachment 5 – Cost Proposal Summary**

*The undersigned as bidder declares that he/she has carefully examined the location of the proposed work, and hereby proposed and agrees, if the proposal is accepted, to do all work required to complete the said work for the price set forth. The undersigned has checked all words and figures inserted in the bid submittal, and understand that the MRCA will make no allowance for any error or omission on the part of the undersigned. The undersigned has thoroughly read and understood all 6 pages of this RFP.*

Total Bid \_\_\_\_\_ \$ \_\_\_\_\_  
(words) (figures)

Please describe any proposal deviations here (note if additional pages are used):

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*The bidder represents and warrants that they, he, she, or the officers, directors, and/or employees of bidder are not related by blood or marriage to any member of the governing boards of the Santa Monica Mountains Conservancy, the Santa Monica Mountains Conservancy Advisory Committee, the Mountains Recreation and Conservation Authority, or any other joint powers authority for which the Santa Monica Mountains Conservancy is a constituent member, or to any officer, director or staff member of any of the aforesaid public agencies. "Related by blood or marriage" is defined as being a parent, child (including step children), sibling, grandparent, grandchild, aunt, uncle, niece, nephew, spouse, domestic partner, father-in-law, mother-in-law, sister-in-law or brother-in-law. The MRCA reserves the right to immediately cancel any contract entered into if it discovers a breach of this warranty and representation. Bidder shall be liable for all damages sustained by the MRCA as a result of the breach.*

**THE MRCA RESERVES THE RIGHT, AND IS HEREBY GRANTED THE RIGHT, TO REJECT ANY AND ALL BIDS, TO ACCEPT OTHER THAN THE LOWEST BID, AND TO WAIVE ANY INFORMALITY IN THE BIDS.**

Authorized Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

State License Number and Classification Designation: \_\_\_\_\_

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2010 at \_\_\_\_\_, California.